

Below are the online training sessions offered to school staff members by Docufide. Staff members are not limited to the number of times these sessions can be attended.

Webinar	Purpose
Implementation support call	<p>Informs school staff such as administrators, business officers, curriculum directors, secretaries, guidance counselors and registrars how to implement e-Transcripts at the school and transition from paper-based to electronic transcripts. This webinar also discusses next steps and what to expect, which is a great opportunity to get your questions and/or concerns addressed prior to installing the software. This webinar runs for 30 minutes and staff members are strongly encouraged to attend. Sessions are offered on Mondays at 2:00 p.m. EST and Wednesdays at 11:00 a.m. EST. Please visit Docufide's customer support page to schedule this training session.</p>
Standard Secure Transcript Training	<ul style="list-style-type: none"> • Docufide Sign-in • Approve Transcript Requests and "Print" to the Docufide Printer • View Reports • Manage School Profile, Sender Preferences and Administrators • Help/Frequently Asked Questions and Contacting Docufide • Welcome Kit • Online Training Library <p>This session is approximately 60 minutes long and is required before your school can go “live” with the Docufide service. Sessions are offered multiple times per week and each staff member can choose the date/time that works best for him or her. Please visit Docufide's customer support page to schedule this training session.</p>
Advanced Secure Transcript Training	<ul style="list-style-type: none"> • Student Details Screen • Docufide Web Upload • Sending Admissions Documents (e.g., letters of recommendation) • Advanced Reporting • Common Application Integration • Student Registration and Requests • Electronic Secondary School Reports (eSSR) • Fee Waivers <p>The Advanced Secure Transcript Training discusses topics beyond those covered in the Standard Secure Transcript Training. This session is optional and lasts approximately 90 minutes. Please visit Docufide's customer support page to schedule this training session.</p>